

Region 9 Source Reduction Assistance Grants Program FY 2006 Request for Proposals

OVERVIEW

Sponsoring Agency and Office: Environmental Protection Agency's Region 9

Funding Opportunity Title: Source Reduction Assistance Grants Program

Announcement Type: Initial Announcement

Funding Opportunity Number: EPA- R9-WST7-06-006

Catalog of Federal Domestic Assistance (CFDA) Number: 66.717

Overview

EPA Region 9's Pollution Prevention (P2) Program is soliciting proposals to fund projects supporting source reduction/pollution prevention activities focusing on promotion of green building for residential construction, providing assistance to Tribal and Island Governments to implement pollution prevention programs, and reduction of priority chemicals. Funding will be in the form of grants or cooperative agreements, depending on the nature of the project. Funds will be awarded pursuant to the Clean Air Act, Section 103(b) and (g); Clean Water Act, Section 104(b)(3); Federal Insecticide, Fungicide, and Rodenticide Act, Section 20; Safe Drinking Water Act, Section 1442 (a)(1) and (c); Solid Waste Disposal Act, Section 8001(a); and Toxic Substances Control Act, Section 10. These authorities prescribe that the funds must be used to promote the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys, and studies relating to the causes, effects, extent, prevention, reduction, and elimination of pollution and conservation of resources. These activities relate generally to the gathering or transferring of information or advancing the state of knowledge. Grant proposals should emphasize this "learning" concept, as opposed to "fixing" an environmental problem via a well-established method. Demonstrations generally must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not a demonstration.

Important Dates:

- March 15, 2006: Proposals must be postmarked or filed electronically through Grants.gov
- March 29, 2006: Applicants notified if they have been selected
- April 28, 2006: Final applications (with complete workplans) postmarked or received through Grants.gov
- September 30, 2006: Awards made

The above dates, other than the March 15 proposal submission date, are anticipated dates and may be subject to change. See Section IV for further information on submission methods and dates.

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Region 9 Source Reduction Assistance Grants Program

FY 2006 Request for Proposals

Funding Opportunity Number: EPA-R9-WST7-06-006

FULL TEXT OF ANNOUNCEMENT

I. Funding Opportunity Description. EPA Region 9's Pollution Prevention (P2) Program expects to have approximately \$175,000 available in fiscal year 2006 to fund projects supporting source reduction/pollution prevention activities in three areas: promotion of green building for residential construction, providing assistance to Tribal and Island Governments to implement pollution prevention programs, and reduction of priority chemicals. Funds must be used to promote the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys, and studies relating to the causes, effects, extent, prevention, reduction, and elimination of pollution and conservation of resources. These activities relate generally to the gathering or transferring of information or advancing the state of knowledge. Grant proposals should emphasize this "learning" concept, as opposed to "fixing" an environmental problem via a well-established method. Demonstrations generally must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not a demonstration. The Region 9 Source Reduction Assistance (SRA) Grants Program provides grants and cooperative agreements to support source reduction/pollution prevention and/or resource conservation projects carried out in California, Arizona, Nevada, Hawaii, U.S. territories in the Pacific, and on the 146 federally-recognized tribes in the Region. For more information on EPA Region 9's pollution prevention programs, please visit www.epa.gov/region09/p2.

A. Background: For purposes of this assistance agreement notice, the terms "source reduction" and "pollution prevention" are interchangeable. Source reduction/pollution prevention is defined as any practice which reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, treatment, or disposal; and reduces the hazards to public health and the environment associated with the release of such substances, pollutants, or contaminants.

Source reduction/pollution prevention practices may include: equipment or technology modifications, process or procedure modifications, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training, or inventory control.

The term source reduction/pollution prevention does not include any practice which alters the physical, chemical, or biological characteristics or the volume of a hazardous substance, pollutant,

or contaminant through a process or activity which itself is not integral to and necessary for the production of a product or the providing of a service.

B. Environmental Results: Outputs and Outcomes. Pursuant to EPA Order 5700.7, “*Environmental Results under EPA Assistance Agreements*,” (<http://www.epa.gov/ogd/grants/regulations.htm>), the applicant is required to address environmental outcomes and outputs in their proposal. Outputs and outcomes differ both in their nature, and in how they are measured.

The term “output” means an environmental activity, effort, and/or associated work products related to an environmental goal and objective, that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. Examples of output measures that would be expected under the award made pursuant to this solicitation include but are not limited to:

- Number of stakeholder groups, tribes, or partners involved in the project,
- Number of workshops, training and courses conducted,
- Number of pollution prevention opportunities identified or implemented
- Number of homes incorporating green building standards planned or built
- Number of priority chemicals identified and pollution prevention strategies implemented

The term “outcome” is defined as the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature but must be quantitative. For awards under this solicitation, all outcomes must be reported in the following categories, if applicable:

- Pounds of pollution reduced,
- BTUs of energy conserved,
- Gallons of water saved, and
- Dollars saved through pollution prevention efforts.

For more information on how proposals will be evaluated on environmental measures, as well as, other evaluation criteria, please refer Section V., Part B.

C. Agency Strategic Plan. Projects conducted under this program must support the Strategic Goals of the Agency’s Pollution Prevention Program, as stated in Objective 5.2: *Improve Environmental Performance through Pollution Prevention, and Innovation* in Goal 5 of the Agency’s Strategic Plan and listed below.

- By 2008, reduce by 40 percent TRI chemical releases to the environment from the business sector per unit of production (“Clean Index”), and reduce by 20 percent TRI chemicals in production-related wastes generated by the business sector per unit of production (“Green Index”), from the baseline year of 2001.

- By 2008, reduce waste minimization priority list chemicals in hazardous waste streams reported by businesses to TRI by 50 percent from 1991 levels.
- By 2008, reduce pollution by 76 billion pounds, conserve 360 billion BTUs of energy and 2.7 billion gallons of water, and save \$400 million, from a baseline year of 2003

For more information, go to <http://www.epa.gov/ocfo/plan/plan.htm>, and click on "EPA's Strategic Plan 2003-2008, see page 118.

II. Award Information.

EPA Region 9 will issue SRA awards in the form of grants and cooperative agreements. If a cooperative agreement is awarded, the degree of involvement by the Agency will be determined by the Regional P2 program. Examples of significant involvement could include serving on project advisory groups, assisting recipient in setting strategic direction for the project, or representing the project with stakeholders. The level of involvement will vary depending on the nature of the project.

EPA Region 9 expects to have approximately \$175,000 available in fiscal year 2006 to fund source reduction/pollution prevention projects. EPA Region 9 anticipates awarding approximately 2 to 5 awards under this announcement ranging in size from approximately \$25,000 to \$100,000. Awards will not be issued for more than \$100,000. Proposals exceeding a three-year budget period will be rejected.

All awards will be made through a competitive process. Funding for these projects is not guaranteed and is subject to the availability of funds and the evaluation of proposals based on the criteria in this announcement. EPA reserves the right to reject all proposals and make no awards under this announcement.

EPA reserves the option to offer applicants partial funding for discrete activities described in an applicant's proposal. Please note: In order to be considered for partial funding, proposals must have clearly delineated activities or phases with separate budget estimates for each activity/phase of the project. If EPA decides to partially fund proposals, it will do so in a manner that does not prejudice any proposal or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the competition and evaluation/selection process.

III. Eligibility Information.

A. Eligible Applicants. Eligible Applicants include States, the District of Columbia, the U.S. Virgin Islands, Puerto Rico, any territory or possession of the United States, local governments, city or township governments, independent school district governments, state controlled institutions of higher education, Federally-recognized Tribes, non-profits, private institutions of higher education, and community-based grassroots organizations. Non-profit organizations must be able to demonstrate that they are eligible through documentation of non-profit status provided by the U.S.

Internal Revenue Service or their state of incorporation. However, non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

In addition, individuals and for-profit businesses are ineligible and will not be considered for funding. If you have any questions regarding eligibility, please contact the P2 Team contact listed in Section VII.

B. Threshold Eligibility Criteria: In order to be eligible for funding consideration under this announcement, proposals must be from eligible applicants as identified above, meet the applicable requirements in sections C and D below, and meet all of the following threshold criteria:

1. Program Priorities. Region 9 seeks projects that promote source reduction in the following three areas. Applicants must indicate which of the program areas their project addresses. Proposals must address at least one of the following program priorities or they will be rejected.

a. Promotion of Residential Green Building: The term “green building” is used generically to describe building design and construction practices that reduce the environmental impact of a building through its life cycle. EPA Region 9 is particularly interested in promoting the adoption of an existing standard for residential construction that meets or exceeds energy efficiency standards under the Energy Star for Homes program, meets or exceeds EPA’s indoor air quality standards for home building, demonstrates significant reductions in water and materials use, reduces the use of toxic chemicals in construction products and landscaping, and reduces air quality impacts through transit and pedestrian friendly neighborhood design. Based on our review of existing green building standards, the LEED® Homes standard from the US Green Building Council is the only existing standard that includes all these elements. The LEED® Homes standard for residential construction is currently under development, and is being pilot tested in the over the next year.

Under this solicitation, Region 9 encourages projects that:

- a) support pilot testing of the draft LEED® Homes standard;
- b) promote adoption of the LEED® Homes standard by home builders; and/or
- c) otherwise increases the supply of or demand for certified LEED® Homes

Proposals in this program area must clearly explain how their activities will lead to the planning or construction of a maximum number of LEED® certified homes. More information on the standard and on the LEED® Homes development process can be found at www.usgbc.org.

b. Pollution Prevention for Tribal and Island Governments: We are seeking proposals that help build the capacity of tribal and Pacific Island governments to use Pollution Prevention to improve the environmental quality of their lands. Successful projects will address tribal or island priorities through pollution prevention approaches. Specific areas of interest include, but are not limited to, casinos, tribal clinics, schools, auto repair or fleet maintenance facilities, agricultural operations, and government operations. Applicants must indicate how the projects will both deliver environmental results, and increase the capacity of the participating governments to promote pollution prevention beyond the grant period. Proposals should detail the targeted business sectors

or waste streams, and clearly describe the pollution prevention approach taken. If the project is not being conducted by a tribal or island government entity, the applicant must demonstrate the interest of participating governments.

c. Source Reduction of Priority Chemicals

Region 9 seeks projects that identify innovative source reduction approaches to reduce chemical use and chemical exposures. Proposals should clearly demonstrate why the chemical or chemicals being addressed by the project represent a priority, and how the proposed source reduction approach truly represents reduction in either overall chemical use or reduction in risk, while avoiding multimedia transfers or use of chemistries or formulations of unknown toxicity.

Priority chemicals could include, but are not limited to:

- Chemicals targeted by EPA's National Partnership for Environmental Priorities – <http://www.epa.gov/epaoswer/hazwaste/minimize/partnership.htm>
- Hazardous Air Pollutants - <http://www.epa.gov/ttn/atw/188polls.html>
- Volatile Organic Compounds (VOCs)
- Chemicals listed on California's Proposition 65 list - http://www.oehha.ca.gov/prop65/prop65_list/Newlist.html

2. Project Period

Proposals exceeding a 3-year budget period will be rejected.

3. Location.

All projects must be carried out in EPA Region 9, which is comprised of the States of California, Nevada, Hawaii, and Arizona; U.S. territories in the Pacific, or on the 146 federally-recognized tribes in the Region. .

4. Maximum Dollar Amount

Proposals requesting more than \$100,000 in EPA funding will be rejected. There is no minimum amount.

5. Substantial Compliance with Proposal Guidelines

Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. In addition, where a page limit is expressed in Section IV with respect to the proposal or parts of the proposal, pages in excess of the page limitation will not be reviewed. Proposals must be postmarked or received through grants.gov on or before the solicitation closing date and time published in Section IV of this announcement. Proposals postmarked or received through grants.gov after the published closing date will be returned to the sender without further consideration.

C. Matching Requirements and Funding Restrictions. EPA requires a minimum 5% match of the total allowable project cost. For example, the Federal government will provide 95% of the total allowable cost of the project and the recipient will provide the remaining 5%. The match may be issued in the form of cash and/or in-kind contributions, e.g., donated services, charges for real

property and equipment or the value of goods and services directly benefiting the EPA funded project. Match should be included in the proposal, but if it is not included it must be included in the final workplan and application, if a proposal is selected. Any application without the required match will be rejected.

EPA assistance agreement funds may only be used for the purposes set forth in the grant or cooperative agreement, and must be consistent with the statutory authority of the award. Assistance agreement funds may not be used for matching funds for other Federal grants or cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

D. Statutory Authority. The SRA grants and cooperative agreements will be awarded using the following statutory authorities: Clean Air Act, Section 103(b) and (g), as amended; Clean Water Act, Section 104(b)(3), as amended; Federal Insecticide, Fungicide, and Rodenticide Act, Section 20, as amended; Safe Drinking Water Act, Section 1442 (a)(1) and (c), as amended; Solid Waste Disposal Act, Section 8001(a), as amended; and Toxic Substances Control Act, Section 10, as amended. All activities in the proposal must be eligible under *one* or more of these statutory authorities.

IV. Application and Submission Information.

Please note that you may choose to apply under this announcement in *one of two ways*. If you wish to apply with a hard copy submission, please follow the instructions under “Hard Copy Submission” below. If you wish to apply electronically via Grants.gov, please follow the appropriate instructions under “Electronic Application” below. EPA encourages applicants to submit their application materials electronically through <http://www.grants.gov>. See below for more detail on how to apply.

A. Contents of Proposals. Applicants should follow the content guidelines specified below for proposals. Each proposal must be no more than 10 total pages (i.e., a page equals one side): 7 pages of narrative text and 3 pages of letters of support using no less than 11 point font. Double-sided copies are preferred. The following format should be used for all proposals:

1. Name of Project
2. Point of contact (Individual and Organization Name, Address, Phone Number, Fax Number, E-mail Address)
3. Is this a continuation of a previously funded project (if so, please provide the number and status of the current grant or cooperative agreement)?
4. Proposed federal funding
5. Proposed recipient cost – should meet match requirement described in Section III C above.
6. Description of general budget proposed to support project. The budget narrative may be included as an attachment to the applicant’s proposal. Attachments will not count against proposal page limits.
7. Project area (based on program areas in Section III.B.1 above).
8. Project strategy description: (must not exceed three pages of the seven page limit for narrative). The narrative should indicate how the program will address the program

- priorities listed in Section III B.1. above. The strategy should conform to evaluation criterion on project strategy in Section V.A.2. below.
9. Expected accomplishments or product, with dates, and interim milestones. This section should also include a discussion of a communication plan for distributing the project results to interested parties.
 10. Information that addresses environmental results/outcomes and outputs as identified in Section I Part B. Applicants must have a plan for tracking and measuring their progress towards achieving the expected outputs and outcomes that are consistent with the evaluation criteria regarding measurement in Section V.A.3. below.
 11. Applicants must submit in their proposal information relating to their programmatic capability to successfully conduct the proposed project. This information includes:
 - a) The capability and experience of key personnel, or ability to secure qualified personnel, to successfully complete the proposed project
 - b) Past performance in successfully completing projects of similar scope, relevance and size to the proposed project;
 - c) Information on the applicants history of meeting reporting requirements on prior or existing federal or non-federal grants performed within the last 3 years, and submitting acceptable final reports under these grants;
 - d) Information on the applicants past performance in reporting on outcomes and outputs under all EPA and other Federal agency assistance agreements performed within the last three years. Describe how you documented or reported on whether you were making progress towards achieving the objectives of these prior assistance agreements. If you were not making progress, did the documentation explain why.
 12. Partnering: If the applicant is partnering with any other organizations to accomplish the objectives of the current proposal, then the applicant's partners must provide letter(s) of support from an official within their organization, specifying and confirming their specific contributions to the project. Letters must be included as attachments and will count toward the 3 page limit for letters of support.

B. How to Submit a Proposal

Applicants have the *option* to submit a proposal either by mail/delivery *or* electronically. If you wish to apply with a mail/delivery hard copy submission, please follow the instructions under "Hard Copy Submission" below. If you wish to apply electronically via Grants.gov, please follow the appropriate instructions under "Electronic Submissions" below. EPA encourages applicants to submit their application materials electronically through Grants.gov. Please use only one method for applying.

1. Hard Copy Submission:

Proposals submitted via mail/commercial delivery service must be postmarked by March 15, 2006. Proposals postmarked **after** this due date will **not** be considered for funding. Applicants should send three (3) copies of the proposal as described above to:

Source Reduction Assistance Program
c/o Jessica Counts
US EPA Region 9

75 Hawthorne Street, WST-7
San Francisco, CA 94105

2. Electronic Submissions.

If you wish to apply electronically via Grants.gov, please follow the instructions below. Proposals submitted via grants.gov must be date stamped by March 15, 2006.

a) Organization Must Register on Grants.gov: The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then click on “For AORs” (Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

b) To Begin Application Process: To begin the application process for this grant program, go to <http://www.grants.gov> and click on the “Apply for Grants” tab at the top of the page. Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package and instructions for applying under this announcement using grants.gov (https://apply.grants.gov/forms_apps_idx.html). You may retrieve the application package and instructions by entering the Funding Opportunity Number, **EPA-R9-WST7-06-006**, or the CFDA number **66.717** in the space provided. Then complete and submit the application package as indicated below. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the top of the page and then to go EPA opportunities

c) Required Proposal Materials: If filing electronically, you must include the following forms and documents.

I. Standard Form (SF) 424, Application for Federal Assistance

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

II. Proposal

Proposal prepared in accordance with the instructions in Section IV A of this announcement. The document should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file.

d) Proposal Preparation and Submission Instructions

Documents I through II listed under **Required Proposal Materials** above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For document I, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document II, you will need to attach electronic files. Prepare your proposal as described above in Section IVA of the announcement and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY06 – Source Reduction – 1st Submission” or “Applicant Name – FY 06 Source Reduction – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY06 Source Reduction – 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., FY06 Source Reduction). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are

encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at support@grants.gov or contact katz.john@epa.gov.

If you have not received a confirmation of receipt from EPA (*not from support@grant.gov*) within 30 days of the proposal deadline, please contact katz.john@epa.gov. Failure to do so may result in your proposal not being reviewed.

Proposal materials submitted through Grants.gov will be time/date stamped electronically.

Again, if you have any technical difficulties while applying electronically, please refer to <http://www.grants.gov/CustomerSupport> or the toll-free Contact Center 1-800-518-4726.

3. Intergovernmental Review: Applicants (except for Indian Tribes and Tribal Consortia) must comply with the Intergovernmental Review Process and/or consultation provisions of Executive Order 12372. EPA's implementing regulations for this Executive Order can be found at 40 CFR §29.1-29.13.

C. Confidential Business Information: In accordance with 40 CFR §2.203, applicants may claim all or a portion of their proposal or application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c) (2) prior to disclosure.

D. Proposal/Application Communications and Assistance:

EPA Region 9 will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. However, in accordance with EPA's Competition Policy of January 11, 2005 (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications.

V. Application Review Information.

A. Evaluation Criteria. Proposals that meet the eligibility criteria in Section III will be evaluated based on the five criteria listed below and scored according to the assigned points. Please make sure your proposal includes information that addresses each criterion. Proposals may receive a total of 100 points.

- 1. Programmatic Capability:** Under this factor, the Agency will evaluate the applicants technical ability to successfully carry out the proposed project based on the following factors:
- a) Past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project – **5 points**
 - b) History of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations performed within the last 3 years and submitting acceptable final technical reports under these agreements – **5 points**
 - c) The applicant's past performance in reporting on outcomes and outputs under all EPA and other Federal agency assistance agreements performed within the last three years. Applicant's will be evaluated based on how well they documented or reported on their progress towards achieving the objectives of these prior assistance agreements; or if they were not making such progress whether they adequately documented why not. – **10 points**
 - d) Organizational experience and plan for timely and successfully achieving the objectives of the project - **5 points**
 - e) Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project. – **10 points**

Note: In evaluating applicants under this factor, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history (items a, b, and/or c above), will receive a neutral score for those elements of this factor.

- 2. Project Strategy.** The extent to which the proposal includes a well-conceived strategy to achieve the project goals and objectives and a reasonable schedule for the execution of the tasks associated with each goal. The applicant will need to explain how the project work plan's ***pollution prevention activities*** will achieve the stated project goals and objectives. The review panel will also consider how well the proposal relates to overarching Agency goals, objectives, and strategic priorities, such as those stated in the EPA Strategic Plan (available at www.epa.gov/ocfopage/plan/2003sp.pdf). **30 points**

3. Environmental measurement.

- a. The proposal will be evaluated based on projected project estimates and the applicant's ability to provide a clear method to track and measure their project's progress toward achieving outcomes and outputs identified in Section 1 Part B of this announcement. **15 points**
- b. EPA will also evaluate the applicant's participation in the National Pollution Prevention Results System as demonstrated by the applicant's agreement to use the System's P2

common measures and to submit data to the System. The System was developed by state P2 officials, the National Pollution Prevention Roundtable (NPPR), and the regional Pollution Prevention Resource Exchange (P2RX) Centers, with EPA financial assistance. The System is designed to collect P2 measures from a wide variety of sources. For more details please visit NPPR's web site at <http://www.p2.org/workgroup/Background.cfm>. Participation in the System could be demonstrated by the applicant's agreeing to sign the memorandum of agreement (MOA) found on the NPPR's web site noted above. Or, applicants can show evidence of participation by using the System's P2 common measures and submitting data to the System or by noting their plans to do so (e.g., an applicant may send a signed letter with their proposal to the EPA P2 contact, informing the region that the system will be used during the project period). **5 points**

4. Budget. The budget narrative of the proposal will be evaluated based on how well it demonstrates the effective and judicious use of Federal funds. **10 points**

5. Partnerships. The extent to which the proposal makes effective use of partnerships, wherever possible, to leverage other organizations' funding and expertise to accomplish the objectives outlined in the applicant's current proposal. Partners must provide letter(s) of support from an official within the organization, specifying and confirming their specific contributions to the project. **5 points**

B. Review and Selection Process.

Review Process. The threshold eligibility review (see Section III) will be conducted by Regional Pollution Prevention program staff. Those proposals that pass the eligibility review will be evaluated based on the applicant's ability to meet the above stated evaluation criteria by a Regional P2 review team. The review team will rank proposals based on the criteria above and provide funding recommendations to the Director of the Region 9 Waste Management Division. Applicants chosen for funding will be asked to negotiate a final workplan with EPA and to complete a federal application for assistance. Selection of final applications for funding will be made by the Director. In making the final funding decisions, the Director will consider the review panel rankings and recommendations and in addition may consider the following factor: geographic distribution of the projects in order to serve and reflect the geographic diversity of the Region.

VI. Award Administration Information.

Applicants chosen for funding will be asked to negotiate a final workplan with EPA and to complete a federal application for assistance. Please note that if your proposal is selected that **does not** constitute an award.

A. Applicable Regulations: Regulations governing the award and administration of Source Reduction Assistance Agreements can be found at 40 CFR Part 30 (for institutions of higher learning, hospitals, and non-profit organizations) and 40 CFR Part 31 (for States, Tribes, and local governments). Regulations may be viewed at <http://www.epa.gov/ogd/grants/regulations.html>

B. Allowable Costs: All costs incurred under this program must be allowable under the applicable OMB Cost Circulars. Copies of the circulars can be found at <http://www.whitehouse.gov/omb/circulars>. Ineligible costs will be reduced from the final grant award. In certain circumstances costs incurred prior to the grant award may be eligible for reimbursement. However, this does not include any costs associated with responding to this solicitation or in finalizing the application package. If costs are incurred before the award, they are incurred at the applicant's or grantee's own risk.

C. Nonprofit Capability Assessment: Nonprofit applicants that are recommended for funding under this announcement may be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8, 'EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards' which can be found at http://www.epa.gov/ogd/grants/award/5700_8.pdf. Nonprofit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capability Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

D. Reporting:

1. Semi-annual progress and financial status reports: Recipients will be required to submit semi-annual project status reports and Financial Status Reports. Reports should describe project activities and provide the EPA Project Officer with information about project development. Recipients should provide discussion of accomplishments as measured against work plan commitments; a discussion of cumulative effectiveness of the work performed under all work plan components; a discussion of existing and potential problem areas; and suggestions for improvement, including where feasible, schedules for making improvements. If evaluation reveals the recipient has not made sufficient progress under the work plan, the Regional Project Officer and the recipient will negotiate a resolution. The Financial Status Report must accurately account for all federal funds expended and identify appropriate use of federal funds.

Grant recipients are required to send all semi-annual and final technical reports, including any final products generated from the SRA Grant to the Grant Project Officer. Examples of final products include, but are not limited to: fact sheets, pamphlets, handbooks, model curricula, assessment and audit tools, videos, event brochures, etc. The Grant Project Officer may share final technical reports, and/or final products with the appropriate regional P2Rx center and may send the materials to the Pollution Prevention Information Clearinghouse (PPIC).

2. Reporting on Environmental Results. EPA requires that SRA Grant recipients provide the Grant Project Officer with quantitative estimates and actual results for outcomes and/or outputs on a semi-annual basis during the grant period. Methods to provide this information must be determined with the Grant Project Officer. In some cases this may mean extending the grant period past the final completion date of the project(s) to properly obtain the status and final results of outcome and/or output measures.

Grant recipients are strongly encouraged to participate in the National P2 Results System developed by state P2 officials, the National Pollution Prevention Roundtable (NPPR), and the regional

Pollution Prevention Resource Exchange (P2Rx) Centers, with EPA financial assistance. The System is designed to collect P2 measures from a wide variety of sources nationally and is based in large part on the regional aggregation tool initiated in EPA Region 10. For more details please visit NPPR's web site at <http://www.p2.org/workgroup/Background.cfm>

E. Disputes: Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.html. Copies of these procedures may also be requested by contacting the Agency Contact listed below.

F. Audits. Periodic audits should be made as part of the recipient's system of financial management and internal control to meet the terms and conditions of grants and other assistance agreements. In accordance with the provisions of OMB Circular No. A-133, "Audits of States, Local Governments, and Nonprofit Organizations," non-federal entities that receive financial assistance of \$500,000 or more within a year shall have an audit made for that year. The Office of Management and Budget (OMB) Circular No. A-133, Audits of States, Local Governments, and Nonprofit Organizations," was published in the Federal Register on June 30, 1997 and revised in June 27, 2003.

G. Records. Financial records, including all documents to support entries on accounting records to substantiate charges to each assistance agreement, must be kept available to personnel authorized to examine EPA assistance agreement accounts. All records must be maintained for three years from the date of submission of the annual financial status report. If questions still remain, such as those poised as a result of an audit, related records should be retained until the matter is completely resolved.

VII. Agency Contacts.

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